

**City of Burlington Housing Authority
Riverview Manor
December 11, 2008**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, December 11, 2008 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoechr, Kelly Iselin, Charles Stubley and Resident Manager, Dorothy Henning.

MINUTES: From the November 13th. meeting was dispersed to board members and a motion was made by Stubley to approve the minutes as read, seconded by Iselin and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of November 30, 2008

First Banking Center	\$ 83,224.65
M&I Bank	<u>\$ 26,619.12</u>
TOTAL	\$ 109,863.77

OCCUPANCY REPORT:

Manager Henning reported 3 recent vacancies with 16 on the waiting list.

BUILDING AND MAINTENANCE:

- **Tom Vos, Vos Home Improvements spoke to the board members explaining the assessment he did regarding the roof on Phase I of the building to include tear-off, metal edging, ice shield, felt flashings, roof vents, 30 year shingles, clean-up and permits. He stated in his proposal that this project could be done in 4 separate phases.**

COMMUNICATIONS:

- **The Focus on Energy assessment schedule for December 9th. Has been cancelled due to inclement weather and is rescheduled for January 16th.**
- **A representative from Gordon Maier and Company attended the meeting to review and discuss the recent audit with board members and answered any questions from the board.**

NEW BUSINESS:

UNFINISHED BUSINESS:

- After review of the By-laws by board members, it was decided that further revision was necessary regarding Secretary duties performed in Article II – Section 4.
- Upon further approval of the By-laws, the annual meeting with election of officers will be held.

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stoehr, seconded by Heck and carried unanimously. Meeting adjourned 7:30 P.M.

The next monthly meeting is scheduled for January 15, 2009.



Ralph Heck, Secretary

Section 2.4. Secretary-Treasurer The Secretary-Treasurer shall act as secretary of the meetings of the Authority and record all votes and minutes, be responsible to see that a record of the proceedings of the Authority is kept in a journal of proceedings kept for such purpose, see that the Authority's records are delivered to City Hall in a timely manner, see that all notices are duly given in accordance with the laws and perform all duties incident to this office.

The Secretary shall serve without compensation other than the payment of necessary expenses).